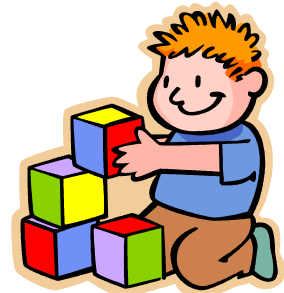
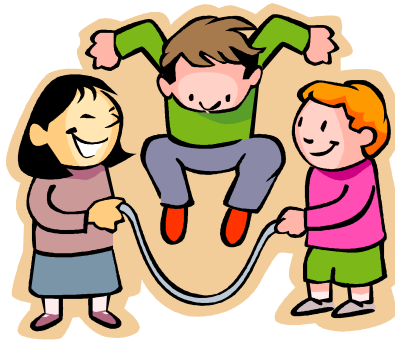




King's Park Primary School



Early Years Setting Handbook

[Content](#)

Vision, Values & Aims

The Early Years Setting

Staff

Times

Arrival and Collection

Communication

Setting and Staggered Start

Toileting

Clothing

Health

Donation

Tooth brushing

Routine

Curriculum

Parents

Transition to P1

How to contact us

Vision

King's Park C.A.R.E.S

We strive to create an environment where all our learners experience and demonstrate...

Creativity

Aspiration

Resilience

Empathy

Success

Values

Our Vision at King's Park Primary School is underpinned by our core set of shared values:

Effort

Happiness

Inclusiveness

Kindness

Respect

Aims

Through our three King's Park Rules, we are committed to:

Ready to Learn

...Creating an environment where all learners are fully engaged in high quality teaching and learning experiences.

...Meeting the needs of every learner through appropriate pace, challenge and effective support.

Be Responsible

...Promoting leadership at all levels where learners are engaged in all aspects of school life.

...Developing a community where everyone demonstrates a responsibility for care towards peers, staff and the property.

Respect for All

...Being a Rights Respecting School where all members of our school community feels included and welcomed.

...Working together to create a caring, safe and trusting environment.

The Early Years Setting

King's Park Early Years Setting (EYS) provides 40 morning places and 40 afternoon places for children aged three to five.

This year we are offering, in addition, 16 full time places. Children are entitled to an EYS place the month after their third birthday. Our staffing ratio is as follows:

1-10 for part time children.

1-8 for full time children.

Staff

Our Staff photos are displayed in the entrance area of the main school and EYS. On occasion we may also have additional adults working with us in the EYS such as Learning Assistants, specialist staff,

visitors, learning community staff and parent helpers. We also offer student placements for schools, colleges and universities.

Laurinda Renton	Head Teacher	
Julie Findlay	Depute Head Teacher	
EYS Staff		
Mrs Cath Paterson	Senior Child Development Worker	Full Time
Mrs Lauren Rao	Childcare Development Worker	Full time
Mrs Leasa Tierney	Childcare Development Worker	Full time
Mrs Linda Dalziel	Childcare Development Worker	Mon & Tue
Mrs Lynda Morgan	Childcare Development Worker Long Term Supply	Full time
Mrs Natalie Fenwick	Childcare Development Worker	Mon - Thurs
Miss Katie Jack	Childcare Development Worker Long term supply	Mon & Wed
Miss Katie Igoe	Childcare Development Worker	Wed,Thur,Fri AM
Mrs Caroline Calder	Childcare Development Worker MA	Tue,Wed,Thurs
Miss Abbie Drummond	Childcare Development Worker MA	Full time
Miss Shannon Harker	Childcare Development Worker MA	Full time
Mrs Kimberley Ferguson	Childcare Development Worker	Currently on mat leave
Miss Lara Morris	Childcare Development Worker	Currently on mat leave
Mrs Nina Dinwoodie	Senior Childcare Development Worker	Currently on secondment

EYS Times

Morning Part time session	Monday - Friday	Times
	Doors open for arrival	8:30am - 8.45am <small>Doors will be closed at 8.45am and reopen at 9am</small>
	Doors open for collection	11.25am - 11.40am
	Monday - Friday	Times
Full Time Places	Doors open for arrival	9.00am
	Doors open for collection	2.55pm
Afternoon Part time session	Monday - Friday	Times
	Doors open for arrival	12.25pm - 12.40pm
	Doors open for collection	3.20pm - 3.35pm

Your cooperation in dropping off and collecting your child on time is appreciated.

Arrival and Collection

Our EYS has a security system in operation. The door is open for access at the beginning and end of each session (see times above). Please bring and collect your child within these times.

Our staff must have time to discuss, record, plan and prepare for the next session, so your cooperation in collecting your child on time ensures a high standard of childcare and education.

If the door is locked when you arrive between 8.45am and 9am, please wait outside until 9am when the doors will reopen. At all other times please ring the bell. Staff will not always be available to let you in immediately but will answer the door as soon as they can.

For the safety of the children, we ask that you ensure the door and the garden gate is closed securely behind you when entering and exiting the setting.

Children should be brought and collected by a responsible adult; this means someone over 16 years of age. If someone different is collecting your child, please inform staff and write it in the diary located in the parent area of the room. In the interest of safety, you will receive a phone call if someone unknown to our staff arrives to collect your child and we have not been informed.

Your child's Peg

Your child will have an allocated peg. Due to numbers this may be shared. Please use your child's peg for their spare clothes, jacket and personal belongings. We have children with allergies and intolerances. We therefore ask that no food or treats are stored in your child's bag. If your child wants a snack at pick up time please feel free to bring this with you. We ask that all bags are taken home at the end of each session.

Fire safety

For fire safety, buggies and prams are not permitted into the building but may be left outside. Similarly, children's bikes or scooters should be left in the bike rack outside the gate. We recommend the use of a bike lock as parents and carers are responsible for the safety of these.

In order to develop your child's independence, a name card will be available for them to self-register. Name cards are located on the metal boards within the entrance area. Please encourage your child to self-register each session.

Communication

We have an Information Board within our reception area. This provides key information about our setting, including snack, daily menus and the calendar for parent helpers.

'This week in King's Park EYS' is displayed in the cloakroom and also on our school website to keep you informed about weekly events and important dates ahead in the term.

We have a variety of leaflets displayed within the parent zone with information about local clubs, groups for you and your child as well as support and advice for parents. Please feel free to help yourself.

We update our school website on a weekly basis. We also use letters and school pigeon posts as another form of communication. We recognise the importance of positive relationships with parents and carers. Staff are available to chat at the beginning and end of each session should you require. Please always keep us informed of events/news from home as sharing information is a two way process and plays an important role in supporting your child's development.

Mrs Paterson, our Senior Childcare and Development Worker, is there to welcome you and your child each day and will record your child on the register as you arrive. If you have any important information to pass on then please share this with another member of our staff team inside.

Settling In

We recognise that settling in can be an anxious time and we strive to get this right for you and your child. You will receive a letter with the date and time of your child's first session at King's Park.

Your child's initial session will last for an hour. During this session we ask a parent/carer or family member to remain with your child to support their transition. During this initial session, you and your child will be given the opportunity to become familiar with our setting and also be introduced to our staff team.

You will meet your child's key worker and complete some paperwork with them. This is an opportunity for you to ask any questions that you may have. Please bring along your child's 'All About Me' booklet as this helps us to get to know your child better and ensures a smooth transition. Each child is unique and comes to us with different experiences and expectations. Therefore, we are flexible and respond to the needs of you and your child. During your child's settling in period, their key worker will discuss our routines and expectations.

Toileting

We understand that some children may still need some support with toileting or may still be in nappies. Please let us know if this is the case for your child as we are happy to support. We ask that a nappy change takes place before arrival and a spare nappy is placed in your child's bag. Our toilet facilities are child friendly and small enough to allow your child to be as independent as possible. Children can come and go to the toilet as they please throughout the session. Our toilets are not supervised but we check them regularly. If your child has been changed during the session, one of our staff will inform you. We ask that all wet/soiled clothing is collected at the end of each session for hygiene reasons.

Clothing

It is very easy for items to get muddled up especially when the children are changing themselves. **Please clearly name ALL of your child's belongings.**

Our EYS is a fun and often messy environment! Therefore we ask that you provide a full set of spare clothes in your child's bag.

If your child comes home in spare clothing, it would be helpful if you could wash and return these as soon as possible. To encourage independence, it is helpful if you dress your child in clothes that they can easily manage. E.g. easy fastenings on trousers and shoes.

Your child will be learning outdoors most days. Therefore we ask that you kindly dress your child according to the weather.

During Hotter Months we suggest:

Application of sunscreen prior to arrival, sun hat, T-shirt and shorts or light clothing that covers their shoulders.

During Cooler Months we suggest:

Jumper or cardigan, warm waterproof coat, hat, scarf, gloves and wellington boots.

Health

We would ask that you do not send your child in if they are unwell. Children are much better off at home where they can fully recover and minimise the spread of infection to other children, parents and staff members. If your child has been suffering from sickness or diarrhoea, the NHS guidelines are to keep your child at home for 48 hours after their last episode.

Sometimes it is necessary for us to contact you during the session. It is therefore essential that we hold up-to-date contact details for you and your emergency contact. Please notify us of any changes to your telephone or address immediately.

Medication

We are required to follow Midlothian guidelines for administering medication:

- If your child requires medication e.g. antibiotics during their session you should complete a consent form.
- In the interest of safety, please DO NOT leave medication in your child's bag.
- All medication coming into us MUST be recorded.
- All medication must be prescribed by a doctor and have a clear and readable label with your child's name and date of birth on the bottle.
- Staff are unable to administer any medication not specifically prescribed to your child or if the label is unreadable.
- Medication must be in its original packaging with the dosage leaflet.
- Staff will follow dosage instructions age and stage appropriate as per dosage leaflet.
- Medication will be stored either in the medicine cupboard or in the fridge.
- Staff will record and witness administration of medication.

All of our staff are trained in basic First Aid. If your child has an accident we will let you know and the accident details will be recorded on an 'Accident Form' (or an 'Incident Form' if required) which you will be asked to sign. If the accident involves an injury to the head or face, you will be contacted prior to collection, even if it is minor.

Attendance

If your child is going to be absent please let us know by contacting the school office on 0131 271 4610.

All absences have to be explained, therefore you will receive a text message if you have not contacted us. If you are planning a family holiday, please let us know the dates in advance.

EYS donation

We ask you for a £2 per week donation for children attending 3 days or more and £1 per week if less. The amounts for the term or year are displayed on the parent information board.

Snack offers a wealth of learning opportunities, such as name recognition, hand hygiene, numeracy, choice, independence, socialising and recycling. Our children are involved in choosing and planning the snack menu for the following week as well as helping to order. Our 'Snack Menu' can be found on the information board. We provide a variety of foods which reflect the seasons and celebrations. If your child does not want snack then we would still encourage them to come for a drink.

Lunch (Full time placements only)

The weekly lunch menu can be found on the information board. We would ask you to discuss this with your child and let us know of their lunch choice on arrival each day. We encourage the children to be as independent as possible during this time. Lunch is a time for socialising and encouraging good table manners. Our staff will sit with the children and chat about their day and the food they are eating. After lunch we will encourage the children to take a little "down time" and find a restful place to sit and maybe enjoy a story.

Tooth Brushing

We take part in the Child Smile Tooth Brushing Programme unless you choose to OPT OUT. Your child will be allocated their own tooth brush. The Tooth Brushing programme is supported by dental educators who visit us and support children in learning how to look after their teeth. However, it is important that your child brushes their teeth twice a day at home also.

Our normal daily routine:

Routine for young children is very important. It allows children to know what is happening, feel happy, safe and settled.

When the children arrive, we offer a soft start where they are free to choose from the high quality learning experiences we provide. There is free-flow between our indoor and outdoor learning experiences. Outdoor play is available from 9.15 am. Towards the end of the session the children are encouraged to help with tidy up time.

Our end of session routine involves the children gathering with their key worker in the same area of the room each day. Once you have collected your child please encourage them to find their name and place it in the signing out baskets. We would then ask that you check your child's peg and take home any belongings.

Forest Kindergarten

There is a wealth of research documenting the benefits of outdoor learning.

"We know the benefits of outdoor learning, exercise and play for young children, in terms of their health and wellbeing and their physical and mental development. Playing, learning and having fun outdoors helps improve wellbeing and resilience, increase physical activity and allows children to use the natural world to develop curiosity and science skills. There is also a growing body of research that shows children with higher levels of active outdoor play have improved cognition, which can result in better academic performance and contribute to closing the attainment gap."

(Chief Medical Officer Dr Catherine Calderwood.)

We offer Forest Kindergarten as part of the experiences available to our children in our EYS at King's Park. Taking the children's learning into the outdoors is an essential part of their development and we regularly explore the local woodland in King's Park. The children will be there for the whole session and will have their snack outdoors too! Appropriate clothing is essential. We have a stock of outdoor overalls for the children but ask you to provide your own (if you have them), a warm coat, outdoor footwear and accessories appropriate for the weather. Our outdoor visits to the woodland will begin the term after your child has fully settled.



EYS Curriculum

The Learning that takes place within our setting is child led. We provide a high quality learning environment to enable children to follow their own interests and take their learning forward. We record your child's development, achievements and next steps to progress their learning further. Celebrating achievements is an important part of our EYS life. Staff observe, listen and interact with the children to ensure the planning and resources on offer reflect the children's individual

preferences, needs and interests, taking account of next steps. Each child has a Learning Profile that is individual to them, which tracks their learning through observations and photos. You are welcome to come and share your child's Learning Profile when dropping off or collecting your child. If you do not wish your child's Learning Profile to be displayed in the room for them to readily access, please let us know.

Confidentiality

We ask that you adhere to confidentiality and only look through your own child's Learning Profile, regardless of relationships with other children.

Learning

Our aim is to ensure your child has engaged in a wide range of Curriculum for Excellence Outcomes and Experiences.

Curricular Area	EYS Areas/Activities
Expressive Arts	Mark making, painting, gluing, play dough, singing, dancing, music, role play and small world
Health and Wellbeing	Outdoor play, going to the toilet routines, hand washing, snack, circle time, taking turns
Literacy and English	Mark making, reading area, story and information books, listening and talking to adults and friends, computer and games and puzzles
Numeracy and Mathematics	Games and puzzles, construction, computer, sand, water loose parts and block play and snack
Religious and Moral Education	Taking turns, sharing, reading, role play, small world, Festivals and Family Celebrations
Science	Sand, water, play dough, making jelly, melting ice/snow, magnets and outdoors
Social Studies	Role play, choosing/leading own learning
Technologies	Computer, creative modelling, construction, woodwork and programmable toys

Parents

You are your child's first educator. You will have already encouraged, supported, developed, facilitated and taught your little one so much already! Our job is to continue to build on this, developing their natural curiosity for learning. It is important for us to work together and support each other in a two-way partnership. We can offer advice and ideas to help you at home. Equally, you know your child best and are in the best position to guide us in matters concerning your child.

At the beginning of each School year, we will hold a Curriculum Event. You will hear about our priorities for the year, informed by our School Improvement Plan (SIP). You will have an opportunity to have a look around the setting and chat with staff.

Your feedback is important to us, it indicates whether we are getting it right for you and your child and helps us to make improvements. We will send out feedback questionnaires twice a year. Parent Consultations take place regularly. You will have an opportunity to make an appointment to talk about

your child's progress, learning and development with your child's key worker. Parents of pre-school children will receive a Transition report before they start school.

Parents as Partners

We welcome parents or relatives in to help. If you have a particular skill or strength then we would love you to come in and share it with the children (e.g. gardening, arts and crafts, storytelling, or playing a musical instrument. You may also want to come in and support children at play or behind the scenes if you prefer.

Transition to P1

In their final term (summer term; April - July), your child will take part in our Transition Programme. They will visit P1 for a number of weeks, getting to know our routines, and meet the Early Years staff (Teachers and Learning Assistants).

Parents will be invited to a P1 information evening during the summer term.



How to Contact Us

You may pass on messages through the School office.

Telephone: 0131 271 4610 main office

Fax: 0131 663 2914

E-mail: KingsPark.ps@midlothian.gov.uk

Address: 20 Croft Street

Dalkeith

Midlothian

EH22 3BA

Website: kingspark.mgfl.net

Complaints

If you should have a complaint or are unhappy about any aspect of our EYS, we would encourage you to first talk with your child's key worker. If you feel the matter is unresolved you should speak with the Senior Child Development worker or Depute Head Teacher. This is often the quickest way to resolve a problem.

If after contacting all of the above you still feel the matter is not resolved, you can contact The Care Inspectorate.

Edinburgh

3 C & D South

Victoria Quay

Edinburgh

EH6 6QQ

- Tel: [0345 600 9527](tel:03456009527) or emailing at concerns@careinspectorate.gov.scot